Directions: Use this form to submit changes for a 4-H VMO/unit’s contact name or address. Submit the form to the State 4-H Office. The letter sent to IRS should also be completed and a copy attached to this form.

|  |  |
| --- | --- |
| Name of 4-H VMO/Unit: |  |
| County:  |  |
| 4-H Unit Volunteer or Other Person in charge of VMO/Unit: |  |
| EIN #: |  |

Name of 4-H VMO/Unit

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H YDP Staff Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (print name) (signature)

**State 4-H Office Use Only**

 Received copy of letter sent to IRS: Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

 Updates made to 4-H VMO/Unit EIN database: Date: \_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_

 Updates made to 4hOnline Enrollment System. Date: \_\_\_\_\_\_ Staff Initials: \_\_\_\_\_

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/176836.doc>). Inquiries regarding ANR’s nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.